

SCHOOL GROUP RESERVATION - 2014

Policies and Procedures

The City of Gaithersburg welcomes the opportunity to serve you as a reservation patron at the Water Park. Please read these guidelines in their entirety for important information pertaining to reservation use. **Requests will only be honored when received in writing and with payment at least two weeks prior to the date requested, pending availability. Once you have read the following policies, please sign and date at the bottom of this form and return it with your request.**

The City of Gaithersburg Aquatics Division extends to a limited number of school groups the opportunity to come to the Water Park for an end of the year pool party. The Splash pool and Miniature Golf Park will not be available unless specifically requested on the reservation form. Note that these are not exclusive rentals. Other schools will be present and/or the pool may be open to the public depending on the date/ time of the reservation. *Requests will be handled on a first come, first served basis, with some consideration given to returning school groups with a good history of organization, supervision, and cooperation with this program.*

Policies

1. The **supervisor-to-student ratio** is expected to be a minimum of 1:5 for children under five and 1:10 for all other ages. Children must be supervised throughout the complex including locker rooms, grass area, snack bar, mini-golf course, as well as pool and deck areas. Note: If pool management determines that adult supervisors are not supervising their group on a continuous basis, the special reservation opportunity may be terminated.
2. The pool is available for reservation from **9 a.m. to 4 p.m. from 5/27/14 – 6/13/14.** Requests for reservations after school hours will be reviewed on a case-by-case basis.
3. All groups will be called to clear the pool 10 minutes before the end of their swim time and will be expected to be leaving the facility by the end of their reservation time.
4. Coin lockers and locker rooms are provided. However, the children should come dressed to swim and leave any towels, clothing, etc. with one of their supervisors in their area. **All other supervisors must be with the children throughout the complex, at poolside or in the pool.** All valuables must be left at home or at your center. The City is not responsible for lost or stolen items.
5. Each individual group will be financially responsible for any damage done to the Water Park or surrounding facilities because of the groups use or misuse of the property. Groups are also responsible for clean-up of their area.
6. It is the responsibility of each group to provide adequate additional supervision for children with disabilities or special needs. Any requests for reasonable accommodations shall be made at the time of reservation submittal.
7. Each group is responsible for following all rules and regulations, posted or not posted. Review the most current Rules and Regulations posted online at: www.gaithersburgmd.gov/waterpark.
8. Each group shall identify to the pool manager upon arrival an adult group leader who is responsible for the coordination and supervision of their group. This leader will be present the entire time of the rental.

NOTE: This is a special arrangement to benefit school groups who wish to offer a swim activity as part of their end of year program. No exceptions are granted to children who are pool pass holders. Please advise your registrants.

Summer 2014 Group Fees

The group fee is determined by the number of spots reserved during the initial request, is on a per slot basis, and is as follows (teachers and adult chaperones are free of charge):

Pool Only - \$5.75 per student
Golf/Pool Pass - \$9.25 per student

Procedures

1. No reservation will be accepted before January 13, 2014.
2. An initial payment of \$100 will be due at the time of the request. This \$100 is not a security deposit and will be credited toward your final payment due. If you send in your group reservation form after May 15, the entire payment is due in full with your request.
3. On the reservation form, list the maximum (not to exceed) number of students you wish to bring, the grade level of the students, first and second choice of dates and/or time slots, as well as the number of adults attending. You will be notified in advance if your request cannot be met. **Your reservation is not confirmed or booked until you receive your confirmation on City letterhead by mail, fax or email.** Once your request has been booked, you will receive an approved reservation confirmation itemizing the date booked and the final amount due on or before May 15.
4. To request your reservation, mail or **fax (301-948-8364)** (1) the completed reservation form, (2) the signed and dated policies and procedures page, (3) and payment made payable to the City of Gaithersburg to:
Water Park at Bohrer Park
ATTN: School Group Reservation
512 S. Frederick Ave.
Gaithersburg, MD 20877
5. Payment may be made by Master Card, Visa, Discover, cash or check. Any payment made by check must be for the exact amount due. A \$35 collection fee will be charged for any check returned by the bank.
6. **We must receive a payment for the total admission fee on or before May 15. Any changes in the rental must be made prior to this date. No group will be admitted whose fees are not paid in full by the due date.**
7. Your group is restricted to the number of children you have reserved with us. If you bring additional children, those children will be charged the full daily admission fee (\$8.00) at time of entry, if space permits.
8. **Please be advised the pool will be open for use during all types of weather conditions, with the exception of a sustained heavy rain storm or temperatures below 70 degrees. You are responsible for the entire fee regardless of weather or the level of participation.**

Applicant/organization accepts responsibility to abide by all procedures outlined above in addition to all facility rules and regulations and understands penalties associated with non-compliance. The applicant furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Water Park at Bohrer Park, Summit Hall Farm.

Signature of Applicant: _____ **Date:** ____/____/____



SCHOOL GROUP RESERVATION 2014

**Return these forms with
the payments listed below to
reserve your date!**

**PRIOR to 5/15 - \$100 Initial Payment
5/15 and later - Full Rental Fee**

School Name: _____

Contact Person Name: _____ Title: _____

School Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers - Work: _____ Home: _____ Fax: _____

Cell: _____ E-Mail: _____

Requested Dates:

1 st Choice	Start	End	Grade
Day: _____ Date: _____ Time: _____ Time: _____ Level: _____			
2 nd Choice	Start	End	Grade
Day: _____ Date: _____ Time: _____ Time: _____ Level: _____			
3 rd Choice	Start	End	Grade
Day: _____ Date: _____ Time: _____ Time: _____ Level: _____			

Water Park Only Passes:

_____ total children X \$5.75 = \$ _____ rental total \$ _____ - \$100 = \$ _____
/person cost initial payment due 5/15

Golf / Pool Passes:

_____ total children X \$9.25 = \$ _____ rental total \$ _____ - \$100 = \$ _____
/person cost initial payment due 5/15

****Note: A ratio of 1 active supervisor is required for every 10 children. Supervisors (i.e. teachers and parents) who are playing an active role supervising the children throughout the complex including locker rooms, grass area, snack bar, mini-golf course, as well as pool and deck areas will not be charged. ****

Please use the following formula to determine the number of supervisors you will need for your group:

of children under 6: _____ divided by 5 = _____ group supervisors
of children 6 and over: _____ divided by 10 = _____ group supervisors
_____ total # of required group supervisors
(Remember: supervisors are not charged)

☐ Yes!

If you plan on the majority of your group using our snack bar concessionaire, Boardwalk Fries, please check the box to the left. The total number of requests for this service will determine if Boardwalk Fries will open for that day.

Complete if paying by Credit Card:

Visa / MC /Disc (circle) # _____ Exp. Date: ____/____/____

Cardholder Name: (please print) _____

Cardholder Signature _____

For Aquatics Staff Use Only:

Date Received: ____/____/____ By: _____ Payment Method _____

Space available? ☐ Y ☐ N Booked: ____/____/____ By: _____

Date of Rental ____/____/____ Time: _____

****PLEASE SIGN THE BOTTOM OF THE POLICIES AND PROCEDURES PAGE!!!****

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